

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO.

379

PAGE
NO.

1. ✓

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

DIRECTOR OF PROCUREMENT

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>GENERAL FILE</u></p> <p>Size: 8½" x 11" Dates: 1950 - - Quantity: 1 drawer File Arrangement: Alphabetical by name or subject</p> <p>This file contains copies of the Director of Procurement's memos and correspondence with institutions or other members of the Central Office staff.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>INVENTORY FILE</u></p> <p>Size: 8½" x 14" Dates: 1957 - - Quantity: 1 drawer (2 cubic feet) File Arrangement: By institution</p> <p>Inventories of institutional property and supplies are maintained by the Director of Procurement for use in his property accountability activities and budget preparation. The inventory forms (IMH form) are filed in binders by institution and give a breakdown of various property items as to program and property classification.</p> <p>RECOMMENDATION: RETAIN FOR TWO YEARS IN DEPARTMENTAL OFFICES; THEN TRANSFER TO STATE RECORD CENTER AND RETAIN THERE FOR ONE ADDITIONAL YEAR, AND THEN DESTROY.</p>	

7. Agency, Division or Bureau Representative

Chief, Division of Administration
and Finance

12/5/1960

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/7/1960
Date

Archivist

DEC 15 1960

Date

Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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3. INSTITUTIONAL REQUISITIONS

Size: 8½" x 11"

Dates: 1957 - -

Quantity: 2 drawers (4 cubic feet)

File Arrangement: Chronological and by institution

Annual Accumulation: 1 cubic foot

This file contains the Director of Procurement's information copies of requisitions and other procurement records initiated by institutions. These records are:

100 - 16 Out of Schedule Requisition for Supplies
Weekly meat orders
Actual Emergency and Repairs Report
Capital Requisitions

1-A Requisitions (quarterly)

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. STOCK RECORD CARD FILE

Size: 8½" x 11"

Form No.: DMH form P1

Quantity: ¼ cubic foot

File Arrangement: By article

Audit: State

The Stock Record Card File covers expendable supplies used by the Central Office. An individual card pertains to a particular item, giving its name, description, unit designation, quantity per package, stock number, and maximum and minimum stock levels. Information concerning amounts received, cost, amounts issued, and balance on hand is carried elsewhere on the form. Inventory records covering non-expendables (B.P. Inv. R101) are included in Schedule 275, Item 1.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

DEC 13 1960

Andrew Stuckert, Jr.
SECRETARY